Master of Science in Life Sciences: Recommendations for exams in cooperation modules

Written examinations

General

- Written exams of the cooperation modules take place on site at the respective school (paper exams, Moodle exams, …). Any exceptions will be announced by email or on the corresponding Moodle course page.

- The module coordinator will give you concrete information about the form of the exam through the designated Moodle course page (e.g., platform/tool, type of exam, types of question etc.) – please read these instructions carefully.

- The regulations concerning Covid-19 apply according to the respective school's safety concept.

Examination procedure

- A personal identity document (ID) as proof of identity must be placed at the front of your table. ID checks will be performed

- Prior to the examination, all non-permitted electronic devices must be switched off and stored in a bag. Freely accessible smartphones as well as smart watches also belong to unauthorized devices.

- The use of unauthorized aids and technologies as well as conduct in breach of discipline will lead to exclusion from the current examination, the awarding of a grade of 1.0 (or the mark "failed") and, if applicable, the initiation of disciplinary proceedings.

- In the event of illness, students must notify the respective administration office and the relevant lecturer of their absence from the exam. A proof of absence must be submitted according to the regulations of the corresponding school.

- If you report during the examination or afterwards that you felt mentally or physically unwell while taking the examination, you are not entitled to a retake.

- Non-attendance of any assessment procedure without valid reason according to the study regulation of the corresponding schools counts as a failure and the grade 1.0 or a "fail" grade will be awarded.

- An examination that has been submitted is considered as being completed and will be assessed even in cases, where students demand a justified absence (e.g., retrospective presentation of a medical certificate).

- Dishonesty: Communication between students during the exam is strictly prohibited. Students must solve the exam on their own. Furthermore, students are not allowed to disclose their personal login.

- Proven dishonesty or cheating results in a failed attempt (grade 1.0 or "fail"). Lecturers may use plagiarism detection software.

Additional information for online examinations

- You will be given access to the examination if you are registered for the module being examined.

- It is your responsibility to ensure that the exam is started on time. If the exam is not accessible at the start time, please contact the supervisor or lecturer immediately.

- Approved compensations for disadvantages in the concerned semester are taken into account by an individual time extension in Moodle by the lecturer.

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- On-site online exams are conducted on student-owned devices (BYOD). A touch screen is not required.

- Students are responsible for a functioning technology (personal hardware, software, …).

- If the exam is cancelled due to a general technical breakdown that applies to all (or a majority) of the students, an alternative exam date will be sought in a timely manner after consultation with the programme directors. The attempt will not count.

- Google Chrome or Firefox browser are recommended for taking the exam in Moodle. Safari, Edge or Internet Explorer are not recommended.

- Please make sure that you use the latest version of your browser.

- online distance examinations:

- live support for students during the examination is not feasible from an organizational point of view: It is difficult or impossible to respond individually to reported technical problems in a timely and equal manner. This applies especially to larger classes.
- Technical problems:
  If there is a problem with your personal hardware/software or internet connection:
  1. Write down the exact time.
  2. Document the problem (e.g. with a screenshot)
  3. Try to solve the problem independently for 15 minutes e.g. update browser page (usually F5), restart browser, reconnect WLAN, restart PC.
  4. If the problem cannot be solved within 15 minutes, cancel the exam and report the problem immediately to the lecturer.